

Headlines and Features App User Guide

Use the Headlines & Features to create different stories or events that will be linked together as articles. Highlight news items, important dates, or specific information in one location for easy access by your page viewers. Use the teaser text to provide a short description of the headline and entice users to read more.

The screenshot shows the Happy Valley School District website. The header includes the district logo, name, and motto: "Happy Valley School District. Tell me and I forget. Teach me and I remember. Involve me and I learn." The navigation menu includes Home, Academics, Alumni, Athletics, Departments, Curriculum, Parents, Staff, and Calendar. The "Staff" tab is selected, showing the profile of Carl Jackson. On the left, a sidebar lists various links for Carl Jackson, including Information, School Supply List, French Club, Blog, Book List, Article Library, Content Page, Discussion and such, Beth Hopkins Homework, Paris Unit Wiki, and Documents. The main content area features a "French Club Headlines" section with three items: "French Club Progressive Dinner" (Find out where we're going to celebrate French culture!), "French Club Mardi Gras Celebration" (View pictures from our 2018 Mardi Gras classroom celebration), and "Paris Unit Project Due" (Information on the due date of the project). To the right is a "Calendar" section for February 2018, showing a grid with the 28th highlighted. Below the calendar are buttons for "Month", "Day", and "List" views. A message states "No Events To Display" with the subtext "There are no events scheduled for this week."

Add the Headlines & Features app

Drag the Headlines app onto your page.

New Headline

Headline Title:
Earn Extra Credit!

Teaser Text:
Need extra credit?

Accent Image
Displayed to the left of the title.
Browse...

Height: **Width:**

Image Alt Text:

Display Duration

Start Date:

End Date:

Body:

[Return to Headlines](#)
Earn Extra Credit!
We constantly work with our community to find different opportunities to expand the understanding of the Mayan culture.

- Volunteer at the Mayan History Museum!
- Volunteer at the library's annual Mayan Art event!
- Help run Mayan crafts at the day camp!

Check out the needed forms and requirements for each volunteer program.

SAVE CANCEL E-ALERT

1. Enter the *Headline Title* for the article and the *Teaser Text* for a subtitle.
2. Select an *Accent Image* if available and enter the *Height*, *Width*, and *Image Alt Text*.
3. Select the *Start Date* and *End Date*.
4. Enter the *Body* of the text for the feature article.
5. Enter the author information for the article, including *Name*, *Phone Number*, and *Email Address*.
6. Select your *Viewers* and add desired *Tags*.
7. Select *Activate on my page* to display your content on your page.
8. Select *Save*.

Set additional options

Mayan Culture

Edit Options

General

App Name:
Mayan Culture

Description:
Discover ways outside of class to learn about Mayan culture!

Show the app name on my page.

Display Settings:
You can display every active record in this app on your page, or a specific number of records at a time.

Display all active app records

Display a specific number of active app records

Record Limit:
15

1. Select *Options*.
2. Enter the *App Name* to use as the title.
3. Enter the *Description*.
4. Select *Show the app name on my page* to display the updated app name.
5. Choose the *Display Settings* for the number of posts to list.

Tagging

You can add tags to categorize the individual records of a Blog, Headlines & Features, Podcast, or Premium Video app. Use these tags to filter which app records display on the end-user website. If you choose, you can display the tags by which you filtered an app as clickable links on the end-user website or simply display the filtered records without displaying the tags.